

## ROOM HIRE AGREEMENT 2017

<b>Group Name</b>	<b>Date</b>
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**About Living Learning Pakenham**

Living & Learning is a Community Centre and Neighbourhood House.

The centre has rooms available for hire to community members and organisations when not in use for its core purposes and within business hours.

<b>Mission Statement</b>
<p>Living Learning, Pakenham is committed to providing lifelong learning in a caring, professional, supportive community environment, which contributes to the economic, social and cultural development of individuals and the community.</p> <p>In addition Living Learning operates in accordance with the objectives of the equal opportunities Act 2011 in ensuring equal opportunity for all members of our community to participate in learning and social support at LLP. We actively discourage discrimination and other behaviour that impacts upon the human rights of all centre users.</p>

Thank you for using Living & Learning Inc.

<b>Name of Contact</b>	
<b>Address</b>	
<b>Invoice to</b>	
<b>Phone details</b>	
<b>Email</b>	
<b>Description of Activity</b>	
<b>No. of participants using the room</b>	
<b>Room Allocation</b>	
<b>Day/s, Dates and Times</b>	
<b>Room Rental Rate</b>	
<b>Will you require the use of the allocated room during the School and Public Holidays'</b>	

**Additional bookings, refer to attached sheet**

*As a condition to using the Centre we require that you record, on the attached template, the number of attendees accessing the centre each week.*

## Room Hire Requirements

- Keys Required:** If keys are made available to a room hirer a refundable deposit of \$50 is required and a key register form must be filled in.
- Insurance Documents:** Business groups are required to provide LLP with a copy of their current public liability insurance documents.

### Equipment Required

- Data Projector       Interactive whiteboard       TV/Video

Other:

## Communication Box

A communication box is provided in each room. Please ensure to check your box every session for any communication we may have left. Our email is also available for this purpose – [admin@livinglearning.org.au](mailto:admin@livinglearning.org.au)

**Bond Arrangements applicable**       Yes       No

- In some cases there may be a requirement to pay a bond for room hire.
- A deposit of \$50 is required before a key will be distributed.
- Room Hirer will forfeit key deposit if key is not returned at the end of the Hire Agreement.
- If you lose the key during your tenure an additional \$50 will be required to replace it.

<b>Bond/Key Deposit Amount Required</b>	
<b>Bond Key Deposit Amount Paid</b>	
<b>Date Bond/Key Deposit Paid</b>	
<b>Receipt No.</b>	
<b>Bond Approved for Refund</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Reason for not returning bond/key deposit.</b>  <b>Approved by:</b>
<b>Amount to be Refunded</b>	
<b>Date Refunded</b>	
<b>To be refunded by</b> <input type="checkbox"/> EFT	<b>EFT Details</b> Name of Account:  BSB:  Account Number:

## Room Hire Terms and Conditions

- Rooms cannot be used for any illegal practices. Where they have been identified as having occurred rental agreements will be cancelled and the relevant authorities notified.
- Follow the **“End of Session Checklist”**, please note room condition requirements.
- The **“Emergency Evacuation Checklist”** must be read prior to using the centre.
- In every classroom you will find a plan of the furniture placement. If you make any changes, please return furniture according to the plan before leaving.
- Food and drink consumption in rooms will be limited according to the room requirements.
- Any crockery and cutlery used must be cleaned and put away and the kitchen area left clean, tidy and swept before vacating the building.
- Please remember Living Learning Pakenham is a community facility shared by many user groups. Please be quiet in the main downstairs area and only use spaces that you have been allocated.
- Parents are asked to take responsibility for their children while using the centre.
- The Living Learning Pakenham office is not open Public Holidays and the Christmas/New Year period.
- Any request for changes to your room hire agreement must be made in writing.
- If this contract needs to be cancelled, due to un-foreseen circumstances, two weeks notice must be given in writing.
- Where damage or uncleanliness has been identified on more than one occasion, a bond deposit may be required before a room booking can proceed.
- Cancellation of a casual booking must be made in writing or email 5 business days prior to day of usage or no refund will be given.
- Permanent room bookings will be paid for regardless of their actual attendance, unless it is stated in the original agreement upon signing or if it is a public holiday.
- Living and Learning reserves the right to cancel this agreement.
- As a condition to using the Centre we require that you record, on the attached template, the number of attendees accessing the centre each week.
- **Emergency telephone is located in the lift.**
- **After hours emergency contact ONLY 0408 722 380.**

**I agree to the terms and conditions of this room hire agreement**

Signed on behalf of organisation:

Name of signatory:

Signed on behalf of Living Learning Inc. Pakenham:

Date of agreement:

**Office Use Only - Room Classification**

Business     Council     Charity     Government     Not for Profit     Community  
(Not for profit)

### Room Rental Invoices and Payments

Payment will be required on the signing of this agreement unless the rental is for a long term arrangement in which case payment is required in advance at the start of each term.

Date Invoice Sent	
Invoice No. & Amount	
Date Paid	
Receipt Number	
Date Invoice Sent	
Invoice No. & Amount	
Date Paid	
Receipt Number	
Date Invoice Sent	
Invoice No. & Amount	
Date Paid	
Receipt Number	
Date Invoice Sent	
Invoice No. & Amount	
Date Paid	
Receipt Number	



## Record of Attendees Using Living Learning Community Centre

Living Learning Pakenham is a not for profit organisation and Neighbourhood House. In order to keep our course costing's affordable for everyone and maintaining a building that is comfortable for our community to learn and participate within, we receive government funding from the Department of Human Services 'Neighbourhood House Coordination Program' (NHCP). The amount of funding allocated to our centre relies on a compulsory reporting of the number of people using the centre and we therefore require each community group using the centre to provide us with the numbers attending their room rentals.

- as part of your Room Hire Agreement we require that you provide to Living Learning Inc. the number of attendees using the Centre each week.
- please record the date and the number of attendees each week below.
- hand into reception at the end of each term/or the end of your hire agreement.

**Name of Organisation:**

Date														
Number of participants														